Submitting Your Registration-Health Care Providers and Vendors

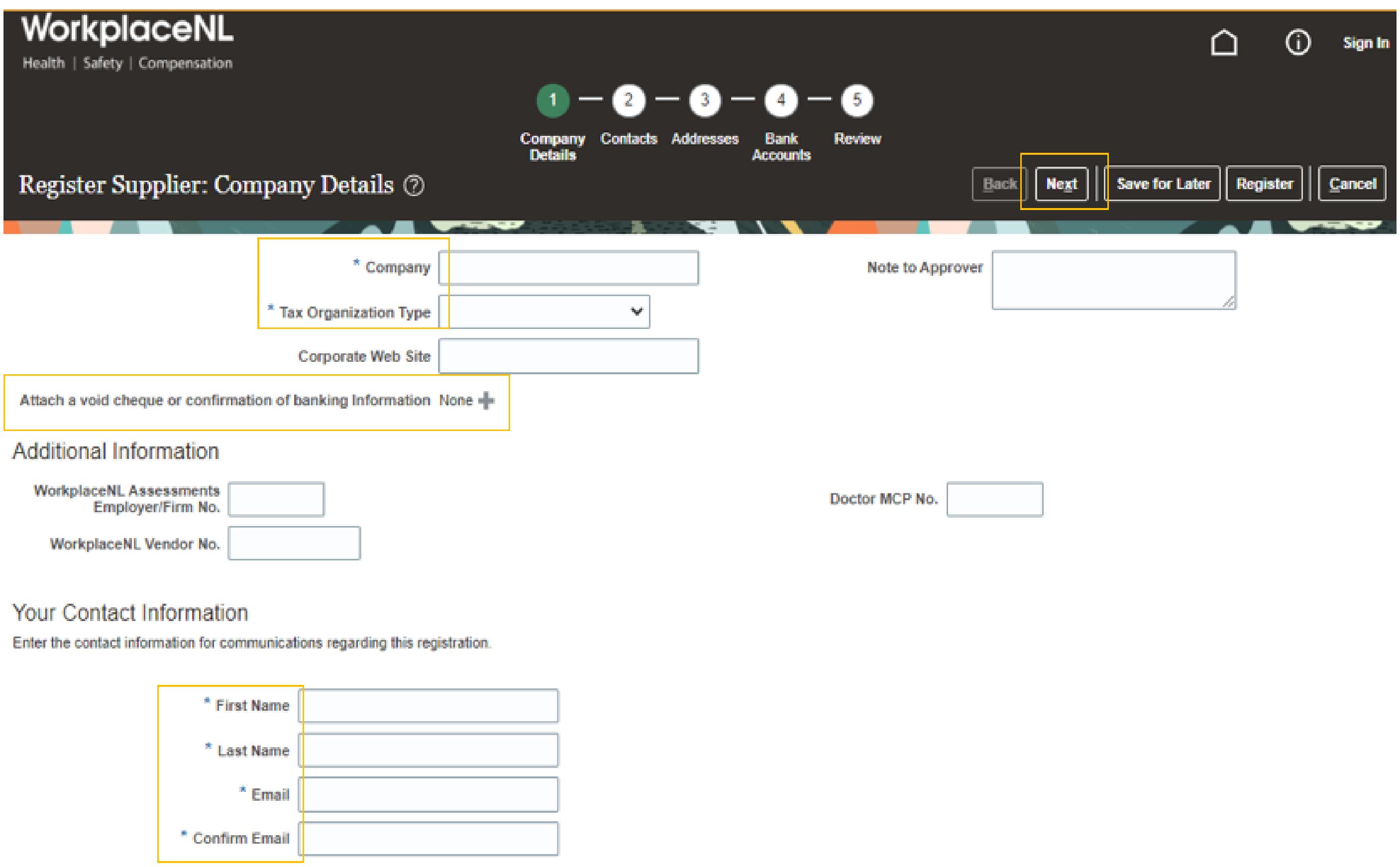
Registration

Registration is the first step of the process to becoming a new WorkplaceNL supplier. To register as a new health care provider or supplier contact us purchasing@workplacenl.ca or 1.800.563.9000.

If you have more than one company with the same bank account, please do not continue. Contact us at purchasing@workplacenl.ca to assist you with registration.

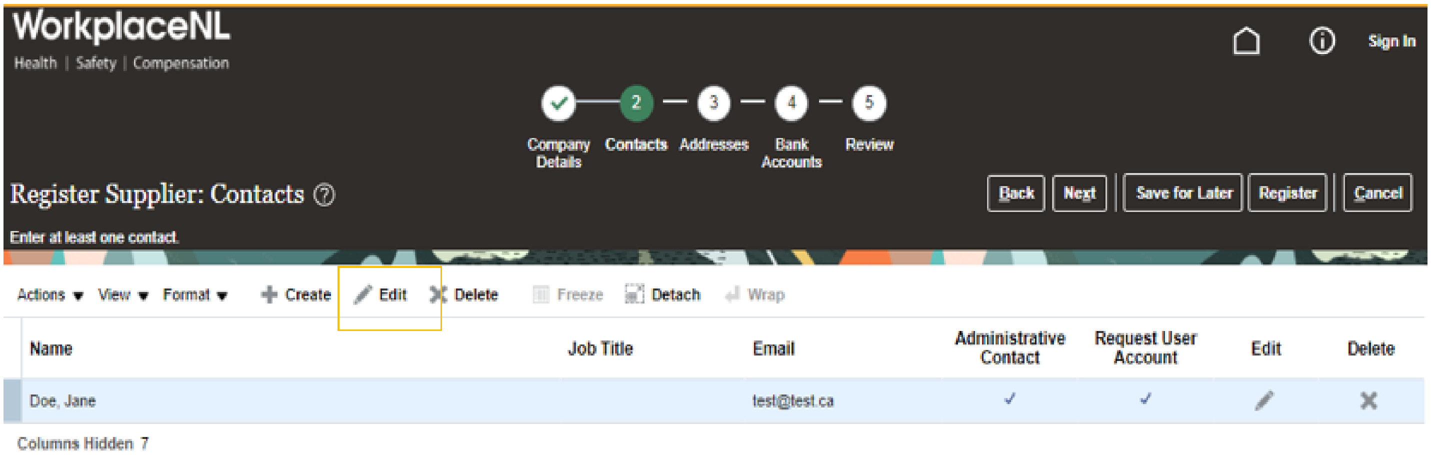
Company Details

Begin by entering your company details.
Company: Enter Company name.
Tax Organization Type: Choose **Corporation** from the drop-down menu.
Corporate Web Site: This information is not required.
Attachments: You must attach a void cheque to receive payment by direct deposit.
Select the plus icon to attach a void cheque.
Additional Information: Employer/Firm No., **Vendor No.** and **MCP Provider No.** This information is not required however it can be entered if available.
Your Contact Information: Enter **First Name**, **Last Name** and **Email**.
Click **Next** to continue.

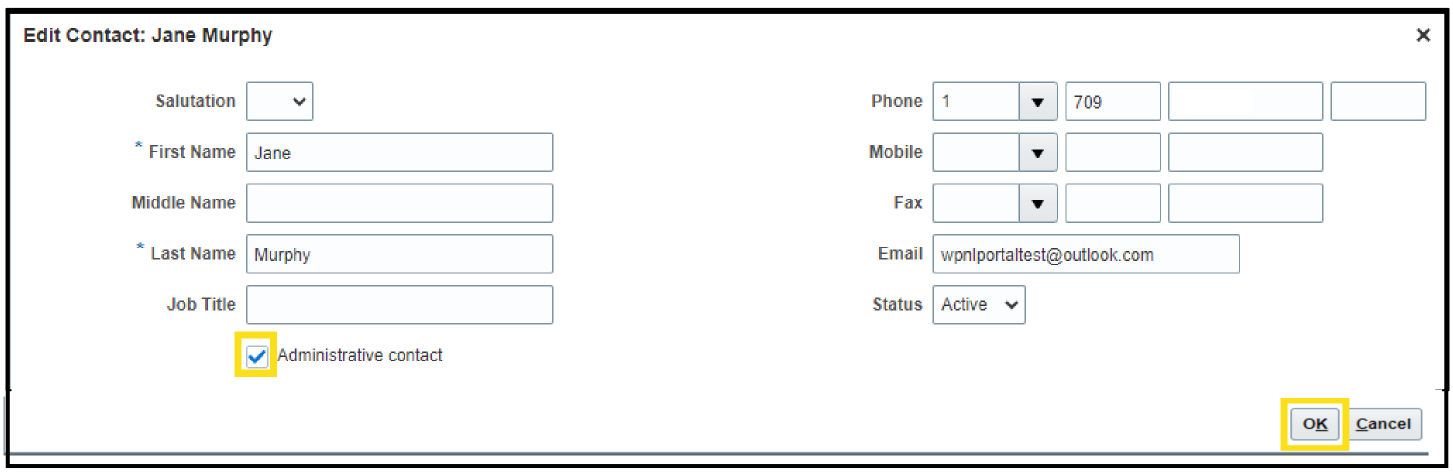


Contacts

An administrative contact is created based on the information entered on the previous page. Click **Edit** to add a phone number for this contact.

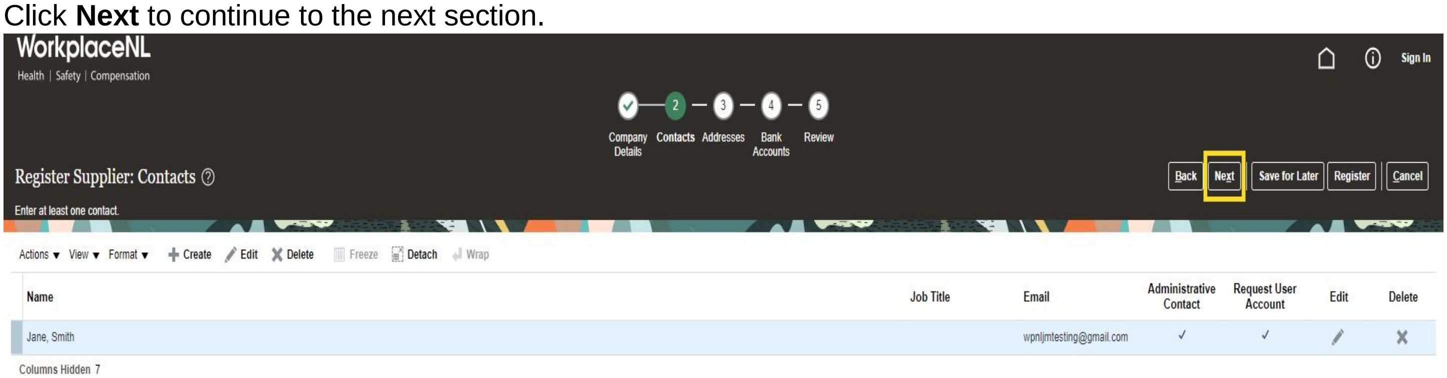


To add a phone number, add “1” in the first field, then tab through the remaining fields. **Administrative Contact** must remain selected. Click **OK**.



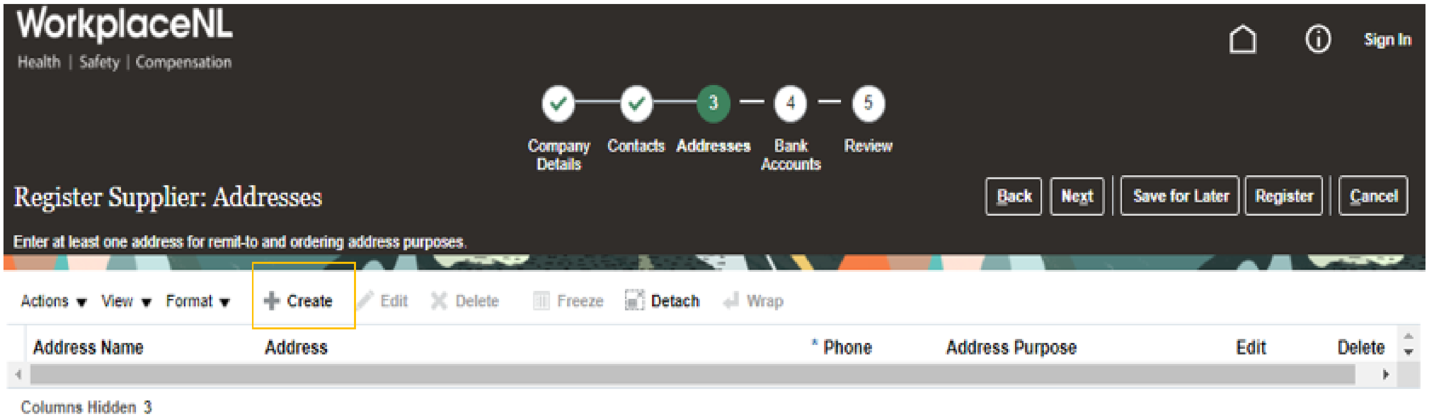
To add additional users, click **Create.** This step can also be completed at a later time.

Click **Next** to continue to the next section.

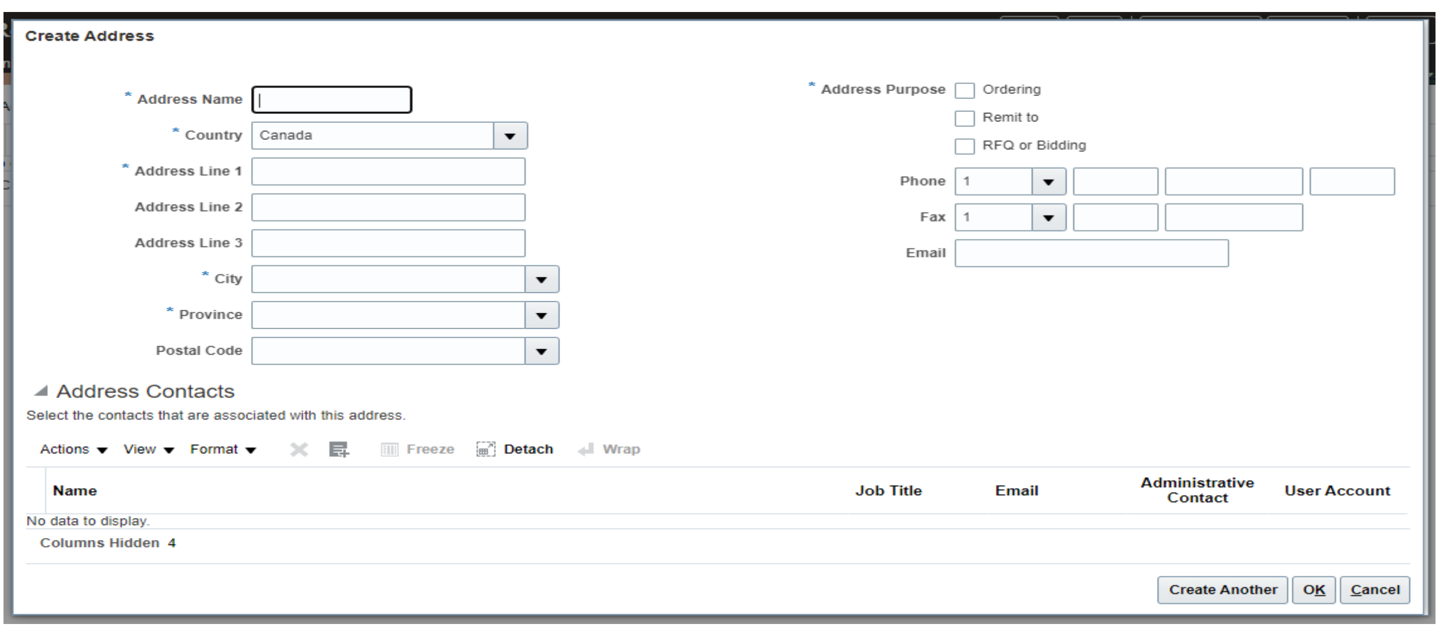


Addresses

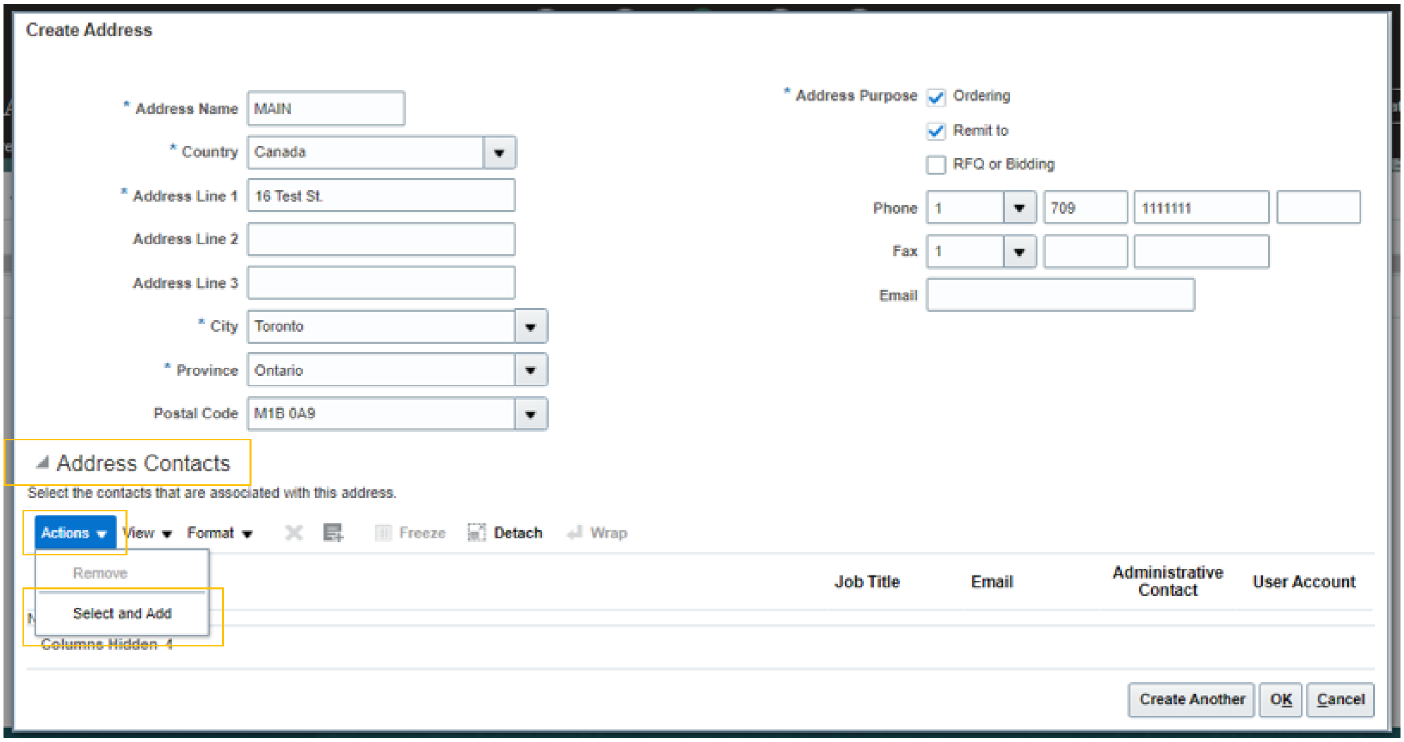
Click **Create** to add an address for the company.



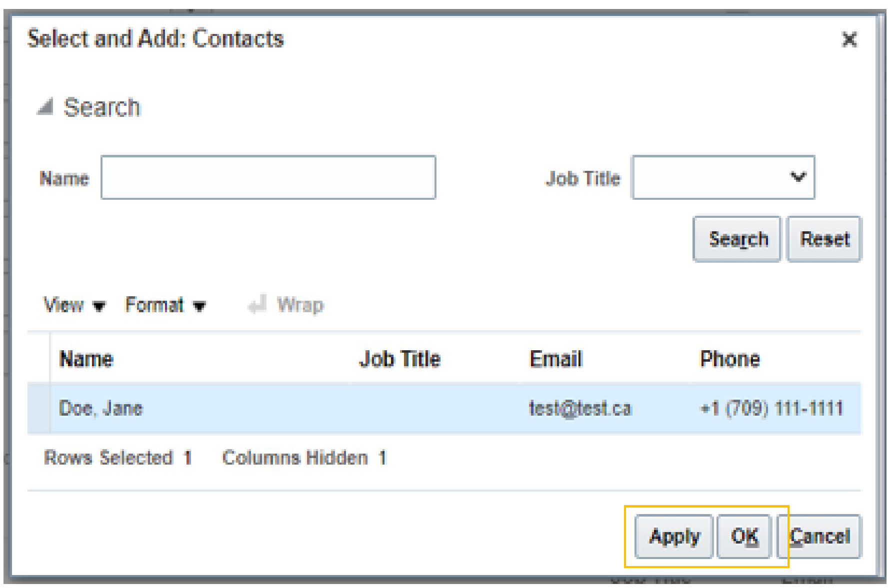
Do not use auto-fill to enter address details
Address Name: Enter “**MAIN**”. Use all capital letters.
Country: The default is Canada; a different country can be selected from the drop-down menu.
Address Line 1: Enter street number and name.
City: Enter your city/town. An address search window may pop-up with address suggestions. Select your city listing with the province abbreviated (NL, not Newfoundland).
Province: Select province from the drop-down menu if it is not auto-filled.
Postal Code: We recommend searching for your postal code. Select **Search** at the bottom of the drop-down menu, enter your postal code (space required), then **Search**. Select the correct listing from list presented and click **OK**.
Address Purpose: Select the **Ordering** and **Remit to** boxes.
Phone: Phone number is required for future processing.



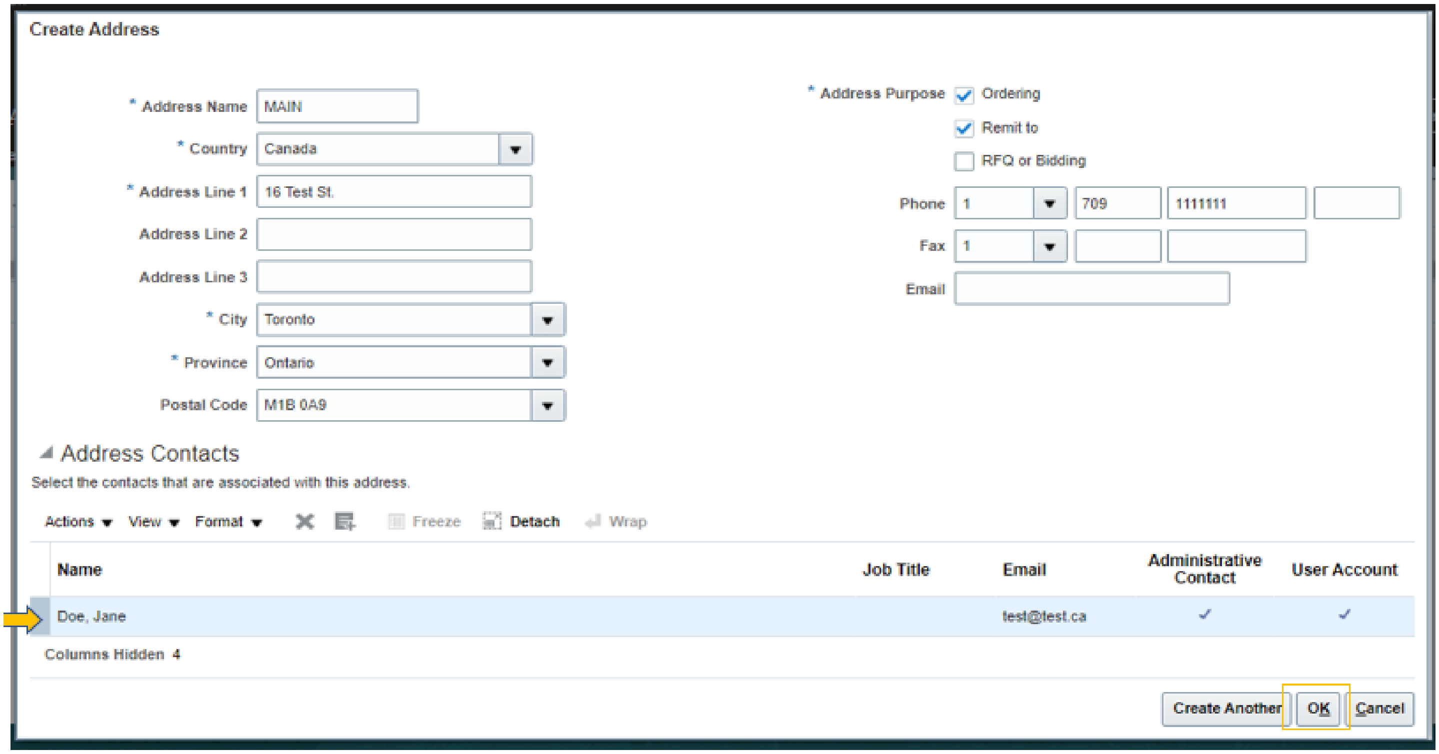
The **Address Contacts** section will link the address to the contact(s) added in the previous step. Click **Actions**, then **Select and Add**.



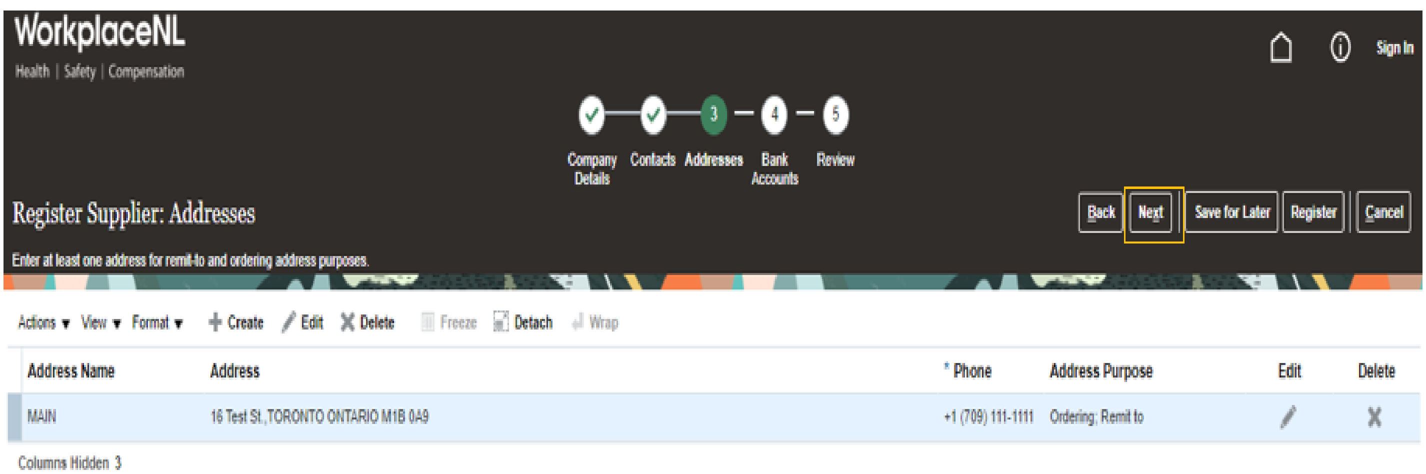
Highlight the contact by clicking it. Click **Apply**, then **OK**.



You are returned to the **Create Address** screen to confirm the selected individual has been associated with the address. Click **OK**.

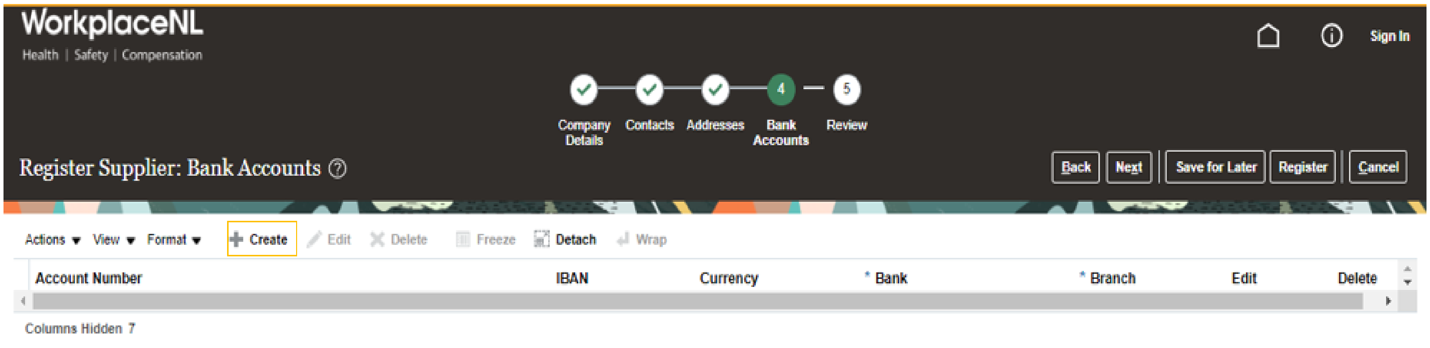


Select **Next** to continue to the next section.



Bank Accounts

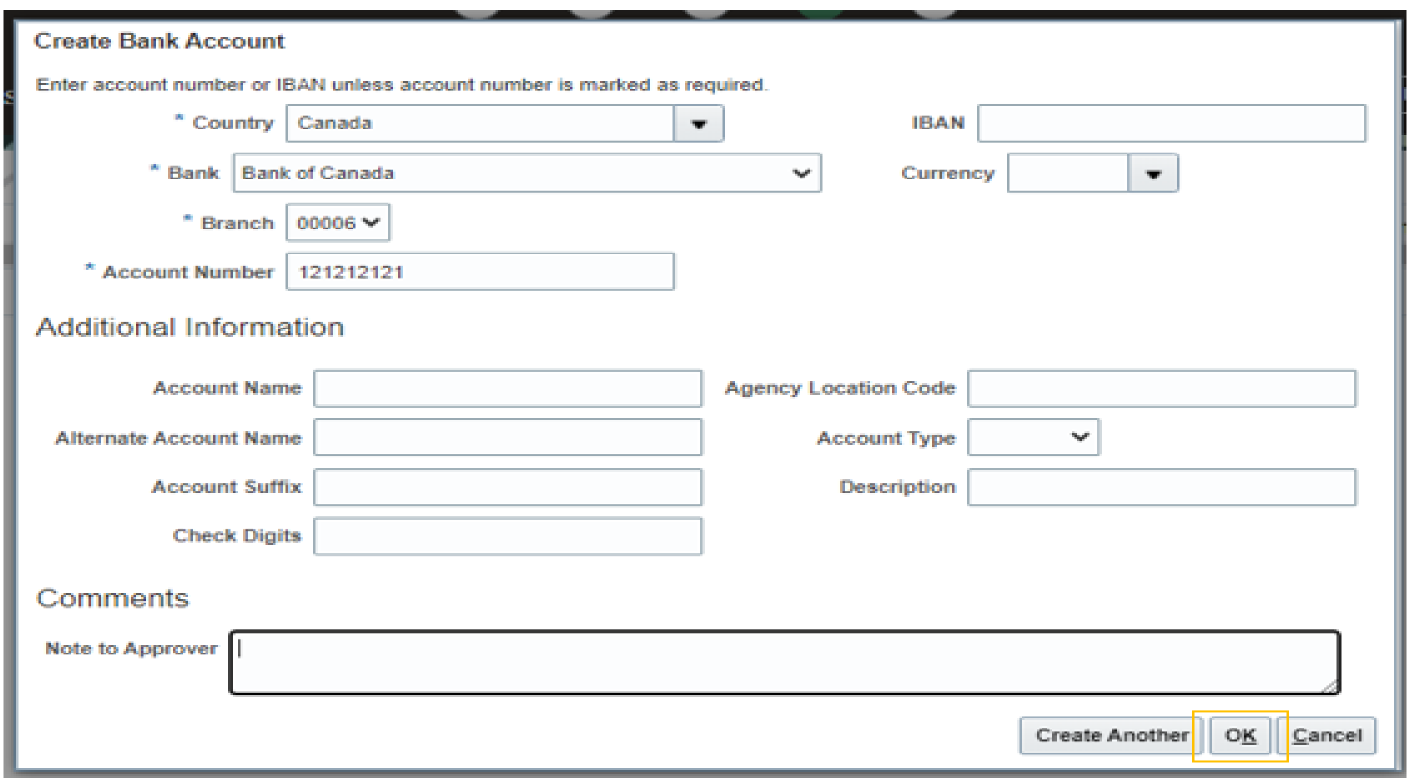
Select **Create** to add banking information.



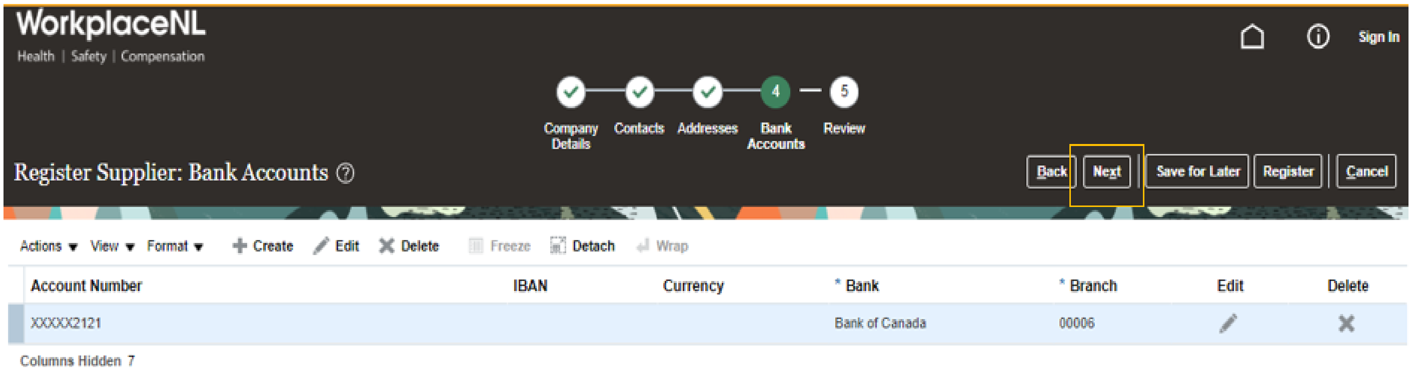
If you did not attach a void cheque in the Company Details section, use the **Back** button (do not use the back arrow in your browser) to navigate back to the **Company Details** screen to add a void cheque as an attachment.

Reminder: if you have more than one company with the same bank account, do not continue. Contact us at purchasing@workplacenl.ca to assist you with registration.

Country: Select country from the drop-down menu.
Bank: Select bank from the drop-down menu.
Branch: Select branch (transit number) from the drop-down menu.
Account Number: Enter account number, it must be between 7 and 14 digits.
No other information is required. Select **OK**.



Select **Next** to continue to the next section.

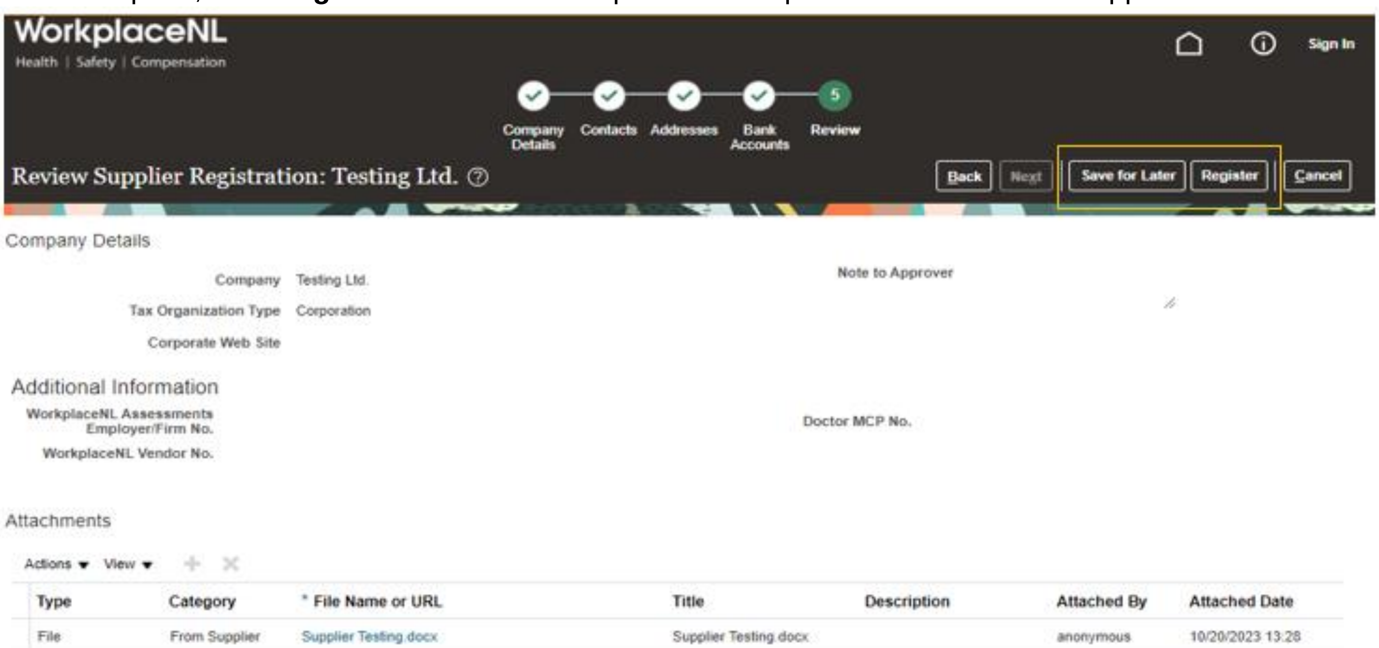


Review

Review your information to ensure it is accurate and complete. To edit information in a previous section, use the **Back** button to navigate to the previous screen. Reminder: do not use the back arrow in your browser.

Click **Save for Later** if the application requires additional review or is incomplete to receive an email with a link to return to your incomplete application. If the email is not received, we suggest checking your spam or junk folders. You can also contact us at purchasing@workplacenl.ca for assistance.

Once complete, click **Register** to submit the request to WorkplaceNL for review and approval.



Next Steps

You will receive two emails once your application has been reviewed. The first email will advise your supplier registration was approved and no action is needed. The second email will advise when your account is ready to activate. Simply follow the instructions outlined in the email to finalize your setup.

When finalizing your account setup, refer to the Finalizing Your Registration Reference Guide for assistance.